



**DARLINGTON**  
Borough Council

Licensing Section  
Town Hall, Darlington DL1 5QT  
Tel: 01325 405 888

DATE RECEIVED STAMP

**APPLICATION TO LICENCE HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

Date you would like the licence to commence

Licence applied for (Please ✓ as appropriate)

Hackney Carriage Vehicle  Private Hire Vehicle

**SECTION 1 - PERSONAL DETAILS) (Give details of all proprietors or part-proprietors of the vehicle)**

APPLICANT(S)	Applicant 1	Applicant 2
1. Surname	<input type="text"/>	<input type="text"/>
2. Forenames	<input type="text"/>	<input type="text"/>
3. Full Postal Address	<input type="text"/>	<input type="text"/>
4. Postcode	<input type="text"/>	<input type="text"/>
5. Home Telephone	<input type="text"/>	<input type="text"/>
6. Mobile	<input type="text"/>	<input type="text"/>
7. Email Address	<input type="text"/>	<input type="text"/>
8. Date of Birth	<input type="text"/>	<input type="text"/>

**Please note that whilst all joint proprietors will be named in the vehicle licence, we will only correspond with the applicant identified as Applicant 1 so please ensure that you identify the nominated contact who is to receive all correspondence during the period of the licence.**

**SECTION 2 - VEHICLE DETAILS**

1. Registration Mark	<input type="text"/>	2. No of Passenger seats	<input type="text"/>
3. Make of Vehicle	<input type="text"/>	4. Model of Vehicle	<input type="text"/>
5. Engine Capacity	<input type="text"/>	6. No of doors	<input type="text"/>
7. Fuel	Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG Auto Gas <input type="checkbox"/> Electric <input type="checkbox"/> Biofuel <input type="checkbox"/> Hybrid <input type="checkbox"/>		
8. Colour	<input type="text"/>	9. Date 1 <sup>st</sup> registration	<input type="text"/>
10. Spare Wheel	Full Size <input type="checkbox"/> Space Saver* <input type="checkbox"/> Repair Kit* <input type="checkbox"/>	<b>*refer to enforcement</b>	
11. Name of Keeper**	<input type="text"/>		
12. Address of Keeper** (* If different from Applicant)	<input type="text"/>		
13. Are you able to produce a current V5 (Log book) bearing the proposed proprietors name and address	Yes <input type="checkbox"/>	No* <input type="checkbox"/>	

14. Please state the full address where the vehicle will be kept when not in use

Postcode:
-----------

15. Is the vehicle fitted with a meter (PHVs to attached tariff rate) Yes  No

16. Make of Meter  Serial Number

**SECTION 3 - INSURANCE DETAILS – MOTOR INSURANCE**

Name and Address of Insurance Company	Postcode
---------------------------------------	----------

**INSURANCE DETAILS – PUBLIC LIABILITY INSURANCE**

Name and Address of Insurance Company	Postcode:
---------------------------------------	-----------

**INSURANCE DETAILS – EMPLOYER LIABILITY (where applicable)**

Does any other driver use your vehicle (if yes please complete below) YES  NO

**SECTION 4 – ACCIDENT DAMAGE**

To the best of your knowledge, has this vehicle ever been involved in an accident, or been previously recorded as an 'insurance write off' Yes  No

If YES please provide details
-------------------------------

**SECTION 5 – PASSENGERS WITH DISABILITIES**

Has this vehicle been adapted to carry wheelchairs Yes  No  Please attach fitting certificate

If an adaptation has been indicated, please refer this application to enforcement

**SECTION 6 - CONVICTIONS**

Has any person named at Section 1 ever been cautioned for or convicted of a criminal offence which is not spent in accordance with the provisions of the Rehabilitation of Offenders Act 1974 Yes\*  No

\*If yes please give details below – please identify which applicant by their applicant number

Conviction Date	Convicting Court	Offence	Fine/Sentence

**SECTION 7**

**PROPRIETOR REQUISITION**

**Section 48 - Local Government (Miscellaneous Provisions) Act 1976**

**Section 40 - Town Police Clauses Act 1847**

Name of Applicant 1

Name of Applicant 2

Vehicle Registration Number

**I hereby declare that I am a proprietor of the vehicle, registration mark indicated above, more fully described in the preceding application for a Hackney Carriage/Private Hire vehicle licence and that the following are names and surnames and addresses of the applicant and every proprietor or part proprietor of such vehicle, or person concerned, either solely or in partnership with any other person, in the keeping, employing or hiring of such vehicle. This information is true to the best of my knowledge and belief.**

**PLEASE NOTE**

As the Proprietor of this vehicle you are required to complete this form fully, giving details of any persons who:-

- A) own the vehicle;
- B) part-own the vehicle;
- C) rent or hire the vehicle from you;
- D) any person who drives the vehicle for you

Name	Address	NI Number	A	B	C	D

(Please tick the relevant column)

Your attention is drawn to the provisions of Section 40 of the Town Police Clauses Act 1847 and Section 48 SS (3) (a) of the Local Government (Miscellaneous Provisions) Act 1976 as reproduced in the **NOTES** section of this application.

Applicant 1

**Signature of Proprietor**  **Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

Applicant 2

**Signature of Proprietor**  **Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

**SECTION 8**

**PRIVATE HIRE CERTIFICATION**

**TO BE COMPLETED BY PRIVATE HIRE APPLICANTS ONLY**

**PART A To be completed by the Licensed Operator**

This is to certify that Vehicle Registration Mark  is to be operated by

Name of Licensed Private Hire Operator

Business Address of Licensed Private Hire Operator

  

Postcode:

Trading as:

I will now be operating

vehicles under my Operators Licence

I have enclosed the additional fee (Please tick as appropriate)

Yes

No

**Signature of Licensed Operator**

**Date**

**PART B To be completed by the Owner/Proprietor**

**This is to certify that:**

Name of Vehicle Proprietor(s)

Address of Vehicle Proprietor(s)

**is the proprietor of the said vehicle and confirm that it will be operated by:**

Name of Licensed Private Hire Operator:

**I understand that if I fail to notify the Local Authority of any transfer of operator I shall be liable to prosecution**

Applicant 1

**Signature of Owner/Proprietor**

**Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

Applicant 2

**Signature of Owner/Proprietor**

**Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

## SECTION 9 - DECLARATION

**I/We confirm that if the vehicle to which this application relates receives a Hackney Carriage Vehicle Licence, any pre-booked work undertaken by the vehicle will be \*predominantly for journeys where either the pick up or drop off point is within the boundary of the borough of Darlington.**

\* Predominantly is deemed to be 90% of all pre-booked work over a continuous seven day period

**If a licence is granted, I/We undertake to comply with the legislation, Council Policies, Byelaws and all conditions attached to the grant of such a licence.**

**I/We undertake not to rent or lease this vehicle to any person not declared on this application**

**I/We declare to the best of my/our knowledge and belief the answers given above are true. If a licence is granted I/We undertake to comply with any byelaws and conditions attached to the grant of such a licence.**

Applicant 1

**Signed**

**Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

Applicant 2

**Signed**

**Date**

**If a Limited Company, please state your name and position in the company registered on company's house. (the application must be signed by a company secretary/director)**

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by imprisonment for a term not exceeding two years or a fine to be decided by the Court or both

### **NOTE**

- 1. If any part of the application is incomplete, the whole application will be returned to you and this may cause unnecessary delay.**
- The legislation relating to the licensing of hackney carriage and private hire vehicles determines that a local authority cannot grant a licence for more than one year. The policy in most local authorities is to expire licence plates at the end of a calendar month. Therefore licences that are granted mid month will run for a shorter period of time. If you wish to obtain a full year licence then you should indicate that you do not wish the licence to commence until the beginning of the following month.
- 3. INFORMATION ON LEGISLATION REGARDING PROPRIETORSHIP**

The extracts from the above legislation, which are reproduced below, detail the legal requirement for you as the proposed proprietor to identify every proprietor or part proprietor who has involvement with your vehicle.

To help you complete the Proprietor Requisition Form you should list your full name and address at the top of the form and after reading the legal declaration, identify the following:-

1. The Name of the owner of the vehicle if that person is not you.
2. The Name of any other owner of the vehicle if you and some one else are joint or part owners of the vehicle
3. The Name of any person who will rent or hire the vehicle from you if you do not intend to drive the vehicle yourself.
4. If you do not intend to drive the vehicle yourself, and do not intend to rent or hire it out, you must name the nominated driver who will do so.

#### **4. TOWN POLICE CLAUSES ACT 1847 - Section 40**

Before any such licence is granted a requisition for the same, in such form as the commissioners from time to time provide for that purpose, shall be made and signed by the proprietor or one of the proprietors of the hackney carriage in respect of which such licence is applied for; and in every such requisition shall be truly stated the name and surname and place of abode of the person applying for such licence, and of every proprietor or part proprietor of such carriage, or person concerned, either solely or in partnership with any other person in the keeping, employing or letting to hire of such carriage; and any person who, on applying for such licence, states in such requisition the name of any person who is not a proprietor or part proprietor of such carriage, or who is not concerned as aforesaid in the keeping, employing or letting to hire of such carriage and also any person who wilfully omits to specify truly in such requisition as aforesaid the name of any person who is a proprietor or part proprietor of such carriage, or who is concerned as aforesaid in the keeping, employing or letting to hire of such carriage, shall be liable to a penalty not exceeding (level 1 on the standard scale).

#### **5. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 Section 48**

In every vehicle licence granted under this section there shall be specified:

a) the name and address of:

- i) the applicant; and
- ii) every other person who is a proprietor of the private hire vehicle in respect of which the licence is granted, or who is concerned, either solely or in partnership with any other person, in the keeping, employing or letting on hire of the private hire vehicle

#### **6. VEHICLE CONVERSIONS**

If the vehicle has been converted in any way or adapted to carry wheelchairs which include the fitting of equipment to secure a wheelchair, you must provide details of the vehicle convertor and a fitting certificate. Officers will verify that the fitting has been carried out by a person considered to be competent to convert or adapt vehicles for this purpose.

#### **7. HOW WE COLLECT AND USE INFORMATION**

The information collected, on this form and from supporting evidence, by Darlington Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities.

We will not disclose information about you to anyone outside Darlington Borough Council or use information about you for other purposes unless the law permits us to. Darlington Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at; Licensing Section, Town Hall, Darlington.